



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

OCT 24 2002

**COMPTROLLER'S MEMORANDUM NO. 2002-37**

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for Calendar Year 2003

The attached "Payroll Change Schedule Due Dates for Calendar Year 2003" lists the submittal deadlines for payroll change schedules of each payroll period. The attached "schedule" should be closely followed.

Submittal deadlines to DAGS Central Payroll are as follows:

| <u>Type of<br/>Payroll Change Schedule</u> | <u>Submittal Deadline to DAGS Central Payroll</u>  |
|--|--|
| Regular                                    | The 9 <sup>th</sup> workday before payday, in which payment action occurs, by 4:00 p.m.  |
| Hourly                                     | The 7 <sup>th</sup> workday before payday, in which payment action occurs, by 12 noon.   |
| Fringe                                     | The 7 <sup>th</sup> workday before payday, in which payment action occurs, by 12 noon.   |
| Supplemental                               | The 7 <sup>th</sup> workday before payday, in which payment action occurs, by 12 noon. Supplemental payrolls submitted <u>after this deadline must have prior approval from the Central Payroll Supervisor.</u> (This procedure is to ensure that all payroll change schedules are properly recorded and submitted to Data Entry in a timely manner.) In all cases, an "approved" personnel action must be on file in HRMS in order for DAGS Central Payroll to perform its audit. |

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The "Turnaround Payroll Change Schedules" will be released to departments and agencies on the 4<sup>th</sup> workday before the payday of the prior pay period. If you wish to arrange for special pickup of the "Turnaround Payroll Change Schedules", please contact the Clerical Section Supervisor, at 586-0650.

A handwritten signature in black ink that reads "Mary Alice Evans". The signature is written in a cursive, flowing style with a large initial "M".

MARY ALICE EVANS  
State Comptroller

Attachment

PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDAR YEAR 2003

| PAY PERIOD<br>ENDING | ACTUAL PAY<br>DATE | REGULAR PCS<br>DUE 4:00 PM | *ALTERNATE<br>TIME FOR PCS | HOURLY/<br>FRINGE PCS<br>DUE 12 NOON |
|----------------------|--------------------|----------------------------|----------------------------|--------------------------------------|
| 12/31/02             | 01/03/03           | 12/19/02                   |                            | 12/23/02                             |
| 01/15/03             | 01/17/03           | 01/06/03                   |                            | 01/08/03                             |
| 01/31/03             | 02/05/03           | 01/23/03                   |                            | 01/27/03                             |
| 02/15/03             | 02/20/03           | 02/06/03                   |                            | 02/10/03                             |
| 02/28/03             | 03/05/03           | 02/20/03                   |                            | 02/24/03                             |
| 03/15/03             | 03/20/03           | 03/07/03                   |                            | 03/11/03                             |
| 03/31/03             | 04/04/03           | 03/21/03                   |                            | 03/25/03                             |
| 04/15/03             | 04/17/03           | 04/04/03                   |                            | 04/08/03                             |
| 04/30/03             | 05/05/03           | 04/22/03                   |                            | 04/24/03                             |
| 05/15/03             | 05/20/03           | 05/07/03                   |                            | 05/09/03                             |
| 05/31/03             | 06/05/03           | 05/22/03                   |                            | 05/27/03                             |
| 06/15/03             | 06/20/03           | 06/06/03                   |                            | 06/10/03                             |
| 06/30/03             | 07/03/03           | 06/20/03                   |                            | 06/24/03                             |
| 07/15/03             | 07/18/03           | 07/07/03                   |                            | 07/09/03                             |
| 07/31/03             | 08/05/03           | 07/23/03                   |                            | 07/25/03                             |
| 08/15/03             | 08/20/03           | 08/06/03                   |                            | 08/08/03                             |
| 08/31/03             | 09/05/03           | 08/22/03                   |                            | 08/26/03                             |
| 09/15/03             | 09/19/03           | 09/08/03                   |                            | 09/10/03                             |
| 09/30/03             | 10/03/03           | 09/22/03                   |                            | 09/24/03                             |
| 10/15/03             | 10/20/03           | 10/07/03                   |                            | 10/09/03                             |
| 10/31/03             | 11/05/03           | 10/23/03                   |                            | 10/27/03                             |
| 11/15/03             | 11/20/03           | 11/06/03                   |                            | 11/10/03                             |
| 11/30/03             | 12/05/03           | 11/21/03                   |                            | 11/25/03                             |
| 12/15/03             | 12/19/03           | 12/08/03                   |                            | 12/10/03                             |